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12 AUG 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Speech by the Deputy Director for
Management and Services on 16 August 1974

1. On Friday, 16 August 1974, from 1100 to 1130 hours, the Deputy Director for Management and Services will speak to as many Directorate employees as are able to be seated in the Auditorium. Those attending this meeting should be in their seats by 1050 hours.

2. All Directorate supergrade officers in the Washington Metropolitan area are invited to attend. The remainder of the seats in the auditorium will be allocated, proportionately, to the Directorate career services. The following is a list of seats allocated to each career service for its careerists at grades GS-15 and below; these quotas do not include supergrade officers:

MG	-	13	seats
MC	-	90	seats
MF	-	48	seats
ML	-	87	seats
MM	-	11	seats
MP	-	49	seats
MS	-	56	seats
MT	-	16	seats
MZ	-	41	seats

3. Each Office Director is requested to notify the supergrade officers in his Office and those who are primarily associated with his activity (i.e., those supergrade officers

assigned outside of the home office). In selecting the careerists for the above listed quotas, the Office Director should ensure that they consider and notify careerists assigned outside of the home office. Attention should be given to selecting a good cross section (age, sex, race and grade) of careerists to attend.



John F. Blake
Deputy Director
for
Management and Services

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